



Statement of Community Involvement

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What is the Statement of Community Involvement (SCI)?

Why is the SCI being updated?

What is the aim of the SCI?

Consultation Principles

Consultation Policy Framework

Inclusive Consultation

What will we consult on?

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- 1.1 Planning for land use and development in the city is one of the City Council's key responsibilities, impacting directly and indirectly on residents and communities. The City Council is committed to engaging with local people, organisations, businesses and other interested parties to get their views on different aspects of its planning service.
- 1.2 The Statement of Community Involvement (SCI) sets out how the City Council will involve local communities, businesses and other stakeholders in the preparation and review of planning policy and the consideration of planning applications. It explains who will be consulted, when and how.
- 1.3 The SCI is a Local Development Document and forms part of the City Council's statutory local planning framework. The City Council must comply with it in the preparation of any planning policy documents and when determining planning applications.
- 1.4 Birmingham

harness the views, aspirations and knowledge of local communities and stakeholders to improve the quality and efficiency of planning decisions; and

promote social cohesion by making connections with communities and offering them a tangible stake in decision making.

Birmingham Business Charter for Social Responsibility – this is a set of guiding principles which the City Council adheres to and invites all organisations to adopt as a mechanism for managing how they deliver social value.

- 1.10 The SCI relates to the engagement and consultations that the Local Planning Authority carries out; it does not cover all City Council related consultations and engagement activities. The SCI specifically sets out how the City

2.1 There are various planning documents prepared by the City Council. Each of these is described below and the process for their preparation is set out in the tables overleaf. This chapter sets out how and when people can get involved during the

- a. SPDs and other informal planning documents may cover a range of issues - thematic and site specific. SPDs may take the form of design guides, area development briefs, masterplans or issue-based documents. Birmingham has a number of adopted SPDs adopted and there are also a number currently in preparation. Find out more on

[BCC Approved Planning Policies](#)

- 2.8 There are a number of key stages in preparing SPDs which are set out in along with how the City Council will engage with stakeholders and communities at each stage. The level and extent of consultation required in the preparation of a SPD is generally less than that for a DPD and the methods used will vary, according to its content.
- 2.9 Sustainability Appraisal (SA) seeks to assess how the policies reflect sustainable development objectives. This will be consulted on at certain key stages of the plan-making process.
- 2.10 All DPDs must be subject to a Sustainability Appraisal. Most DPDs and some SPDs are also subject to a Strategic Environmental Assessment (SEA), the latter normally being incorporated into the SA via a combined 'Sustainability Report'. The Sustainability Appraisal Scoping Report, which sets out the methodology for the appraisals, will be updated as necessary and be the subject of consultation with relevant stakeholders each time a DPD is prepared to ensure that it provides for an up-to-date and appropriate appraisal of the likely impacts of the document's policies. The Sustainability Report will be published alongside the relevant DPD.
- 2.11 Natural England, Historic England and The Environment Agency are 'Strategic Environmental Assessment Consultation bodies' who will be specifically consulted on the requirement for and on the scope of any Strategic Environmental Assessments (SEAs).
- 2.12 All planning policies and decisions have the potential to impact on people and organisations. These include residents, councillors, businesses, interest groups, agents, developers, community groups and organisations such as the West Midlands Combined Authority, Transport for the West Midlands, and the Greater Birmingham and Solihull Local Enterprise Partnership.
- 2.13 The minimum legal requirements for consultation and public participation in DPDs and SPDs are set down in the Town and Country Planning (Local Planning) (England) Regulations 2012. Specified bodies must be consulted where the City Council considers that the body may be affected by what is proposed.

- 2.14 The 2012 Regulations also require consultation with other interest groups, which cover a whole range of voluntary, community, special interest, amenity and business interests, referred to as 'general consultation bodies'. The Council maintains an up to date database of such contacts which is used for notification of consultations. Individuals and organisations can ask to be included on the database at any time. If you wish to be included please contact the Planning Policy team or fill in a form on the Council's website at: [Form for addition to Consultation Database](#)
- 2.15 The Council also has a legal 'duty to co-operate' with other local planning authorities, county councils and other the 'prescribed' public bodies¹ in relation to strategic cross boundary issues, such as housing, transport and flood risk. The Council will continue to positively address cross boundary issues in its plan making. This duty is additional to the basic legal requirements for consultation when plan making.
- 2.16 The City Council considers wide engagement particularly at the initial stages of preparation to be important so suitable methods to engage and consult need to be considered in order to meet and build on the statutory regulations. We will carefully consider how consultations are run in order to ensure that the city's diverse communities are made aware of relevant planning proposals and opportunities to comment on them. Different methods will be used according to the scope of the

	<p>Having considered the comments and evidence gathered, the Publication/ Proposed Submission Document and SEA/SA Report is prepared</p> <p>Statutory consultation for a minimum of six weeks to comment on the Plan, the SA/ SEA and supporting evidence</p> <p>Carry out final Equality Analysis</p> <p>Comments will be considered by the Inspector at the Examination</p> <p>Prepare Consultation Statement</p> <p>City Council considers the comments and may propose further amendments to be considered by the Inspector</p>	<p>Write to specific, general and all other consultees who the City Council consider may have an interest, including everyone on the planning policy consultation database.</p> <p>Make consultation documents available for inspection including on the City Council's website, planning offices and other locations as considered appropriate</p> <p>Hold public exhibitions, events and workshops or more focused meetings where appropriate.</p> <p>Use social media and/ or local media to raise awareness</p>
	<p>Main issues raised at Stage 3 are summarised and made publicly available</p> <p>Plan submitted to Secretary of State for independent examination</p> <p>Independent Examination likely to involve hearing sessions (6 weeks prior notice to people who have requested to appear at the hearings)</p> <p>Planning Inspector issues report if main modifications are not required, or;</p> <p>Optional Stage where the City Council agrees, the Inspector can propose changes or 'main modifications' to the plan to avoid it being found 'unsound'</p> <p>Inspector considers representations on main modifications</p> <p>The hearing may be re-opened</p> <p>Planning Inspector issues report</p>	<p>Use City Council's website and social and/ or local media to raise awareness of the Examination</p> <p>Make Examination documents available on the City Council's website</p> <p>The Inspector will consider all representations made at Stage 3.</p> <p>The Inspector will decide whether to conduct the examination via written representations or hearings and who is invited to participate.</p> <p>Notice of Examination is given six weeks in advance to people who have requested to appear at hearing sessions</p> <p>Hearing sessions are generally open to the public.</p> <p>Examination documents are published on the City Council's website</p>

	<p>Plan adopted by the City Council if found 'sound' by Inspector Six week period for legal challenge to the High Court</p>	<p>Publish the Plan, adoption statement and other relevant evidence base documents on the City Council's website, and make available at Planning offices and other locations as considered appropriate Send Adoption Statement to consultees on the Planning Policy Consultation Database and others who have asked to be notified Use social media and/ or local media to advertise adoption of the Plan.</p>
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	<p>Statutory consultation for a minimum of four weeks to comment on the draft SPD and any supporting evidence</p> <p>Carry out initial Equality Analysis and refine opportunities for social value enhancement</p> <p>Comments considered and SPD amended where necessary</p> <p>Prepare Consultation Statement</p>	<p>Write to specific, general and all other consultees who the City Council consider may have an interest, including everyone on the planning policy consultation database.</p> <p>Make consultation documents available for inspection including on the City Council's website, planning offices and other locations as considered appropriate</p> <p>Use social media and/ or</p>
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(where appropriate):	<p>Before submitting an application to designate the neighbourhood area the Parish Council/ Neighbourhood Forum may decide to consult with the local community about preparing a neighbourhood plan/ order.</p> <p>Identify how the aims of the policy framework relate to equality and present opportunities for social value enhancement</p>	<p>With the exception of applications which are for an entire parish area, the City Council will formally publicise and consult on applications to designate a neighbourhood area (minimum consultation period is 4 weeks) and publish details in relation to the designation or refusal of a neighbourhood area.</p> <p>Where appropriate, consultations on the designation of a Neighbourhood Area and a Neighbourhood Forum will be combined.</p> <p>Write to specific, general and all other consultees who the City Council consider may have an interest.</p> <p>Make documents available on the City Council's website, planning offices and other locations as considered appropriate.</p> <p>Use social media and local media/ press to raise awareness</p>

	<p>Publication of Draft Charging Schedule (DCS) and a statement of representations procedure Carry out final Equality Analysis</p> <p>Statutory consultation for a minimum of six weeks on the DCS and supporting evidence Prepare Consultation Statement An Examiner is appointed</p>	<p>Write to specific, general and all other consultees who the City Council consider may have an interest, including all those who have requested to be notified.</p> <p>Make consultation documents available for inspection including on the City Council's website, planning offices and other locations as considered appropriate</p> <p>Use social media and local media to raise awareness</p> <p>Consultation may also be supported by workshops/meetings.</p> <p>Consultees can request to be heard by the Examiner and notified of further stages</p>
	<p>Submission of Draft Charging Schedule, a summary of main issues raised by the consultation, copies of the representations and relevant evidence Examiner submits recommendations and the reasons</p>	<p>Documents made available and persons notified as above</p> <p>If the DCS had been modified following Regulation 16 all consulted under Regulation 15 must receive a copy of the statement of modifications</p> <p>Notice of Examination given 4weeks in advance to people who have requested the right to be heard</p> <p>Local publicity for the Examination Publish Examiner's recommendations and inform all who requested notification</p>
	<p>City Council approves Charging Schedule and date of effect Six week period for legal challenge to the High Court Details of CIL income received and spent will be published in the AMR. Review in line with BDP progress and changes in costs and values of development Monitoring to include equality impact or likely effects on different groups</p>	<p>Adoption Statement, Charging Schedule and associated maps published on website Use social media and/ or local media to advertise adoption</p>

- 5.1 The SCI must set out standards of consultation to be achieved by the City Council in making decisions on planning applications. Planning applications can range from modest extensions to existing dwellings to major development schemes for urban expansion or regeneration.
- 5.2 The Town and Country Planning (Development Management Procedure) (England) Order 2015

- 5.8 Anyone can comment on a planning application either in support or to object. Any comments can only be made on the basis of material planning considerations. Material planning considerations are only those matters that can be considered within planning law in assessing and determining a planning application. For example, issues regarding traffic, wildlife, historic interests are all material considerations.
- 5.9 Comments which relate to “non-material” considerations cannot be taken into account. Non-material considerations include issues such as the loss of property value, boundary and other legal disputes between neighbours, potential problems associated with construction work, competition between businesses and structural and fire precaution issues
- 5.10 All relevant comments received within the defined consultation period will be fully considered and, where appropriate, the City Council will make their decision as a result. However, it is important to note that it may not always be possible or

	<p>Consult in line with current regulations currently for a minimum of 23 days (to cover postal delays).</p> <p>If the scheme is amended, and we consider that those amendments raise new issues which could lead to further comment, we will seek to re-consult for a further 10 days.</p>	<p>The City Council notifies Ward Councillors, stakeholders and the community in accordance with the regulations by:</p> <ul style="list-style-type: none"> Publishing the application details on the City Council's website and how to comment; Letter to the owners/occupiers of properties adjoining the application site advising of application and the period in which to submit comments; and/ or Site notice placed on or near sites subject to applications for development; and or Publishing a notice in the local press for certain types of development¹ <p>A weekly list of all new applications received by the City Council is posted on its website</p> <p>Depending on the proposal, we will also consult with:</p> <ul style="list-style-type: none"> Various statutory and non-statutory consultees Other bodies and interest groups relevant to the proposal Duty to Cooperate bodies on major strategic applications or neighbouring authorities on applications for development close to the City boundary

	<p>The planning case officer will normally visit the site.</p> <p>All material considerations will be taken into account in assessing the application, including comments received, relevant local and national planning policies and guidance.</p> <p>Any comments received can be made available upon written request. We will remove any personal details such as signatures, phone numbers and email addresses</p> <p>The City Council reserve the right to withhold any comment(s) considered defamatory or harmful to either an applicant, consultee or the wider community.</p>	

The planning case officer will make a recommendation on the application in a report which sets out the reasoning, along with a summary and consideration of comments and consultation responses.

The majority of planning applications are determined under delegated powers.

Decisions for such applications will be made in accordance with the City Council's "Scheme of Delegation".

[BCC Scheme of Delegation](#)

In certain circumstances, outlined within the City Council's "Scheme of Delegation", a planning application will be reported to, and determined by Planning Committee.

If you have supported or objected to an application which is to be reported to Planning Committee you will be invited to speak/ address the Committee for a specified time.

The Planning Committee currently meets regularly in the Council House in Birmingham. The meetings are open to the public, however certain items may be discussed in private.

The Committee meetings are broadcast li

	<p>If the applicants disagree with our decision, they have the opportunity to make an appeal to the Secretary of State</p> <p>There is no right of appeal for third parties. This means that if planning permission is granted a member of the public cannot take the application to an appeal.</p>	

- 6.1 The SCI will be kept under regular review and be updated at least every 5 years or earlier when necessary to correct factual changes not material to its principles. The effectiveness of the SCI will be monitored through the Authority Monitoring Report (AMR).
- 6.2 In monitoring the SCI, account will be taken of the overall number of participants involved, planning policy consultations and feedback received about the satisfaction or otherwise of the involvement techniques used.
- 6.3 Changes to the SCI may also be instigated by further revisions of the regulations which govern publicity and involvement in the planning policy preparation and planning application processes. Any necessary changes will be made following appropriate public consultation, having regard to emerging best practice guidance and/or changes in legislation.

An assessment of the likely significant social, economic and environmental impacts of policies.

The public body responsible for co-ordinating transport services in the West Midlands metropolitan county. It is an executive body of the West Midlands Combined Authority (WMCA), with bus franchising and highway management powers similar to Transport for London.

This is a strategic authority with powers